Agenda
Task Force on Professional Levels and Competencies
June 23-24, 2009

Introduction

Comfort Suites Living History Farms in Urbandale

The third meeting of the Task Force on Professional Levels and Competencies [PLC Task Force] will be used to craft the PLC Task Force's emerging performance competencies for teaching staff, encompassing all roles, all levels, and all age cohorts. This work will lay the groundwork for (1) a comprehensive review by your work groups and (2) approval by the PLC Task Force of its draft recommendations at its July 30-31 meeting.

By the close of its third meeting, the PLC Task Force will have:

- Information on how its recommended core competencies for teaching staff by levels of professional competence will be reviewed and approved by the Iowa Department of Education and the ECI Steering Committee for Professional Development
- Defined what it means for a competency to be identified as "core."
- Identified the biggest gaps it sees across the state in teaching staff's knowledge, skills, and dispositions
- Identified key ideas and issues from its briefing documents that need to be considered during development of core competencies for teaching staff
- Crafted emerging core competencies for all teaching staff at all levels for all age cohorts
- Approved criteria for assessing draft core competencies
- Identified potential external reviewers of recommended core competencies

Meeting Agenda
Day 1 – June 23, 2009

9:00 a.m.	***Opening Remarks*** Penny Milburn, Consultant, Iowa Department of Education and Convener
9:20 a.m.	***Decision Making Process for Approval of PLC Task Force Recommendations*** Barb Merrill, Co-Chair, ECI Steering Committee for Professional Development Penny Milburn, Consultant, Iowa Department of Education Result: Information on process by which the PLC Task Force recommendations will be reviewed and approved
9:30 a.m.	***Agenda Review*** Stacie Goffin, PLC Task Force Facilitator Result: Understanding of how the 2-day task force meeting will be organized and its outcomes
9:35 a.m.	***What makes a competency "core" to teacher (teacher and assistant teacher/teacher aide) competence?*** ***Does the meaning of core competency vary by level of professional competence?*** Small and Whole Group Work Result: Decision on operational definition of "core" as it relates to core competencies
9:55 a.m.	***What are the biggest gaps in knowledge, skills, and dispositions that you see in teaching staff performance in Iowa early care and education settings for children from birth through kindergarten?*** Small Group Work

Result: Initial identification of existing gaps in teaching performance to inform development of core competencies for teaching staff

10: 45 a.m.   ***Break***

11:00 a.m.   ***What are the biggest gaps in knowledge, skills, and dispositions that you see in teaching staff performance in Iowa early care and education settings for children from birth through kindergarten? Cont.***

Whole Group Work

Result: Identification of gaps in teaching performance to inform development of core competencies for teaching staff

11:20 a.m.   ***Insights from Your Work Group Experiences***

Result: Insights from collective work group experiences to inform development of core competencies for teaching staff

11:30 a.m.   ***Drafting Core Competencies for Teaching Staff by Level, Role and Age Cohort***

Small Group Work

Result: Refinement and expansion of core competencies by standard area

12:30 p.m.   **LUNCH**

1:15 p.m.   ***Review of Emerging Competencies for Teaching Staff in Relation to State and Federal Standards***

Small Group Work

Result: Feedback to internal work groups on emerging core competencies

2:30 p.m.   **BREAK**

2:40 p.m.   ***Drafting Competencies for Teaching Staff***

Small Group Work

Result: Plan of action by internal work groups for next day's work

3:15 p.m.	**Next Steps** Stacie Goffin, PLC Task Force Facilitator	
3:20 p.m.	**Closing Remarks**	
3:30 p.m.	**Adjournment Until Dinner**	
5:00 – 6:30 p.m.	**DINNER** **Granite City** 12801 University Ave. Clive, IA 50325	

6:45 – 7:45 p.m.   ***What are Key Ideas Needing Task Force Consideration Based on Your Content Briefing Documents?***

Small Group Work

Result: Small groups prepared to report findings to PLC Task Force

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Meeting Agenda
Day 2 – June 24, 2009

9:00 a.m.   ***Next Day Reflections***

9:10 a.m.   ***Review of the Day***

Stacie Goffin, PLC Task Force Facilitator

9:15 a.m.   ***Key "Keep-in-Minds" From PLC Task Force Content Briefing Documents***

Result: Heightened awareness of knowledge, skills, and dispositions needed by teaching staff

9:45 a.m.	***Drafting Core Competencies for Teaching Staff by Level, Role and Age Cohort*** Small Group Work Result: Refinement and expansion of core competencies by standard area
11:00 a.m.	**BREAK**
11:15 a.m.	***Review of Emerging Competencies for Teaching Staff*** Small Group Work Result: Feedback to internal work groups on emerging core competencies; identification of overlaps/redundancies
12:20 p.m.	***Where are the overlaps/redundancies and how should they be addressed?*** Result: Agreement on which work group should address core competencies found under more than one standard
12:35 p.m.	**LUNCH**
1:05 p.m.	***Drafting Core Competencies for Teaching Staff*** Small Group Work Results: (1) Shared knowledge by internal work group members regarding input on their work; (2) An agenda for next task force (external) work group meetings to address task force feedback
1:45 p.m.	***Task Force Criteria for Selecting and Approving Core Competencies*** Result: Agreement on criteria to be used to evaluate emerging core competencies
2:05 p.m.	***External Reviewers***

Results: (1) Identification of type of input desired; (2) Input to criteria for reviewer selection; (3) Suggested reviewers from Iowa and nationally

2:20 p.m.   ***Next Steps***

                   Stacie Goffin, PLC Task Force Facilitator
2:25 p.m.   ***Closing Comments***

2:30 p.m.   Adjournment